

**Plymouth Studio School
Visitor Protocol**

The following protocol in regard to visitors to the school is adhered to by all staff:

- All visitors to the school site should immediately report to the reception on arrival
- All visitors must sign in using the touch screen system at main reception. Safeguarding literature accompanies this.
- All visitors are to wear a visitor badge issued by the touch screen system/office staff
- All visitors are to be escorted by a member of staff at all times and are not to be given unrestricted access unless a fully enhanced, valid DBS has been produced or they are listed on the Single Central Record
- Anyone not adhering to these guidelines will be challenged by all members of staff. Should a challenge present a threat to personal safety or suspicious behaviour in the vicinity of the school, the police should be informed immediately and procedures for lockdown should be followed. The Principal and Site Manager are also to be informed. Further information can be found in the School's Security Policy.